

## POLICIES AND PROCEDURES

### Emergency Fire Procedures

Author	Sue Williams
Reviewed	March 2019
Version	3
Approved	March 2019
Next Review date	2021

#### For all sessions held at Kensington Resource centre

On discovering a fire, you should:

- 1) Sound the Alarm
- 2) Leave the building as quickly as possible (without running) by the nearest exit, and go straight to the assembly point, the Assembly point is at the left side entrance of Kensington Resource centre gate facing Whitegate Drive, if the Fire Marshall is not there when you arrive please make sure that you keep safe any children you have with you, ensuring they do not go into the road or back towards the building.
- 3) Do not stop to collect your personal belongings
- 4) Do not re-enter the building until advised by the fire service or a senior member of staff that it is safe to do so.
- 5) The Fire Marshall will call the Fire Brigade or request of a member of staff to do so immediately.

In addition, please ensure that:

- i) You are aware of the location of all exits of the building
- ii) You know the location of the fire alarm and fire appliances
- iii) You know where to assemble in the event of an evacuation
- iv) You know who the Fire Marshall is for that day / session – the session leader will state the name of the Fire Marshall at the beginning of each session, this information is also shown on the wall of the Rainbow room. It is the fire Marshalls responsibility to do a sweep of the building when the fire alarm is heard, also to collect the Aspired Futures (AF) and Kensington registers for the Children and Young People (CYP), staff and volunteers.
- v) When the building is cleared and all attendees are at the fire evacuation point, the fire Marshall will take a register to check everyone is accounted for. If necessary CYP must all be walked to Independent Living.

## POLICIES AND PROCEDURES

### Fire Precautions

- Potential fire risks need not be dangerous provided that some simple but important precautions are required to be observed by all employees and volunteers.
- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with position of firefighting equipment and the correct method of operation of extinguishers. Never interfere with or misuse the fire equipment and any damage to firefighting equipment must be reported.
- Keep fire exits, routes and access to firefighting equipment clear from any obstructions, do not wedge fire doors open.
- Company car to be parked at the front of the building. AF Transport Facilitator must keep the car keys on them.
- Keep your working area free of waste as far as possible and those areas which are not easily accessible e.g. under desks, behind radiators, etc. keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- There is to be **No smoking** on the premises.
- A check of the building is carried out every day, all exits must be maintained clear always.

If you do see anything which could potentially be a fire hazard, correct it yourself if safe to do so or report it immediately.

An emergency fire evacuation practice will be carried out every full school term.